29 June 1981

Excerpts from the ODP Staff Meeting - 26 June 1981 (U)

1.   There was no ODP Staff Meeting on 19 June 1981. (U)

2.   Office of Finance reports they are now in a position to handle the "5-4-9" flexible work schedules. This refers to pay periods that include 9 works days, 5 one week and 4 the other. Eight of these days contain 9 hours and one is only 8, for a total of 80 hours. Instructions regarding 5-4-9 will be issued soon. (U)

3.   The DCI has established an Agency-wide Cost Reduction & Efficiency (CORE) Committee, to be chaired by the Comptroller. (U)

4.   The 1980 government-wide cost of servicing the FOIA amounted to $38 million; $1.5 million was collected from the requestors. (U)

5.   The DCI and DDCI have agreed to a DDA proposal to set up periodic luncheons at which they can meet and talk to DDA Office Directors, Deputy Directors and other senior officers. The first of these, with the DCI, will be held on 8 July. (U)

6.   The Director of Personnel has changed the Performance Appraisal Reporting period for GS-15's. The period is now from 1 April 81 to 31 January 82. Thereafter it will be 1 Feburary through 31 January. (U)

7.   The Office of Policy and Planning has been established, directed by Robert M. Gates. It consists of 4 staffs: Planning Staff, Policy Review Staff, Interdepartmental Affairs Staff, and External Affairs Staff. The Office of Legislative Counsel and the Office of Public Affairs have been abolished and their functions transferred to the Office of Policy and Planning and the Office of General Counsel. (AIUO)

25X1

9.   ⬚ has been advised by his doctors that he should apply for medical retirement. We'll all be sorry to see him leave. ⬚ has been nominated to assume the position of Chief, Management Staff. (U)

10.   ⬚ has moved to the Information Handling Systems Architect staff as Deputy. (U)

25X1
25X1
25X1

This memorandum is classified AIUO when separated from attachments.

25X1
25X1

11. [   ] has been selected to replace [   ] 25X1
[   ] at CSPO where eventually he will be COTR of SAFE. (U)

12. [   ] 25X1
Chief, COMIREX. (U)

13. The Federal Information Processing Standard (FIPS) waiver has been received for NPIC. ODP's request is still pending. (U)

14. Some PAR's for GS-14's are a month overdue. Please get them in as soon as possible. (U)

15. The IAC/ADP presented their annual awards on 23 June at a Bolling AFB luncheon. ODP was honored to have [   ] 25X1 receive IAC/ADP's Technical Achievement Award for work on Batchmon and the Standard Terminal. IAC/ADP represents 122,000 adpers in government and recognized eight of that number this years for outstanding service. Congratulations David. (U)

25X1

16. [   ] received separate letters of commendation from the Director of Personnel for their work on a recent major class action suit. [   ] received a letter 25X1 of appreciation from the Chief, Carto-Graphics Division, OGSR, for his continuing support in the area of computer mapping and graphics. (U)

17. Attached are excerpts from the ODP Division/Staff weekly reports and copies of our weekly reports to the DDA. (U)

[   ] 25X1

Att: a/s

ODP 81-775
18 June 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
                 Director of Data Processing

SUBJECT: ODP Report for Week Ending 17 June 1981

The Office of Data Processing has nothing of importance to report for the week ending 17 June 1981.

/s/ Bruce T. Johnson

Bruce T. Johnson

18 June 1981

Excerpts of ODP Div/Staff Reports for Week Ending 17 June 1981
(U)

Management

Outstanding Advances. As of 17 June, 51 advances remain outstanding, none of which are delinquent. (AIUO) [   ]   25X1

Approval of Reprogramming Request. The Comptroller has approved our request for reprogramming $323K for the Delta Data contract. This will complete the funding of modifications for SAFE and provide the first 65 optical isolators for TEMPEST net-working requirements. (C) (ODP only) [   ]   25X1

Long Range Plan. The annual update to the ODP Long-Range Plan was distributed to all ADP Control Officers and other officials who have an interest in the Plan. (AIUO) [   ]   25X1

Applications

Support to OS. 4C (Community-wide Computer-assisted Compartmentation Control System) The role of COTR on the 4C Development Support Contract has been passed from [   ]   25X1
25X1 [   ] continues in the role of project leader.
25X1 (U) [   ]

Support to OL. ETECS Acceptance testing of the bi-sync data link from VM/370 to ETECS is continuing. ATEX representatives have corrected the internal character conversion tables and the files being transferred look good. There is a minor problem in the header fields that designate the ETECS queue and group in which the file will reside. SPD is working on this problem. (U)
25X1 [   ]

P&PD Support. The requirements for a new Agency Copier Management System have been finalized by P&PD. These require-ments will be included in an expanded requirements study for the redesign and enhancement of the Agency Copier Management System. We hope to have this document completed by the end of June. (U)
25X1 [   ]

Support to ODP and OC. MPS (Message Processing System) On Saturday, 13 June, the skeleton MPS was placed into production. CDS bypassed a hardware problem that was causing low throughput. On Monday, 15 June, a disk hardware problem kept MPS down for several hours. The hardware problems were bypassed, no data was lost and MPS resumed operations. (U) [   ]   25X1

25X1 Personnel. [   ] have finished   25X1
their Co-op tours and returned to Drexel University. (U)

CONFIDENTIAL

Special Projects

SAFE. Fourteen Burroughs field engineers and software support engineers have been identified for clearance processing for SAFE-C. Field engineering support will be based in the McLean, Virginia, office along with four software support engineers. Three other software support engineers are based throughout the country. (U) [   ]

25X1

Processing

Serious system malfunctions have occurred in both PANVALET libraries. Efforts are under way to identify the cause of the errors and restore the libraries. We are working directly with PANSOPHIC and have asked CSS and SPD for assistance. Until the problems are resolved, user have been asked not to try to use PANVALET. (U)

Amdahl completed the installation of the 470/V6 in the Special Center on Saturday, 13 June. The system is now undergoing diagnostic checkout. (U) [   ]

25X1

25X1

SAFE Operations Personnel conducted a tour on Tuesday, 9 June, of the [   ] for representatives of the Burroughs Corporation. (U)

The automatic tape degaussers are scheduled for delivery on Thursday, 18 June. These special purpose degaussers will rewrite the Volume Serial Label after degaussing. They are scheduled for installation in both Centers. These units should eliminate the need for the current data erase procedure. (U)

CONFIDENTIAL

ODP 81-806
25 June 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Bruce T. Johnson
                 Director of Data Processing

SUBJECT: ODP Report for Week Ending 24 June 1981

Tours of Ruffing Center

STAT

Twenty-seven "Data Interns" from NSA were given a tour of the
[   ] on 16 June as part of an OTE-conducted CIA
orientation. Seven new OCR employees toured the Center on
17 June.

New Degaussers Save Tape Erasing Time

STAT

An Electro-Matic conveyor belt degausser was installed in the
[   ] and tested on 19 June. One hundred and fifty-
three tapes were degaussed and every fifth tape checked using the
"Look Label" utility program. Total time to degauss the tapes
was approximately 4 minutes. This time compares to about 3 hours
work using a manual tape degausser. This degausser will be used
to erase data from used tapes that are being disposed of. [   ]   STAT

An Idea Incorporated Automatic Tape Degausser was also
installed on 22 June. This stand-alone system will eventually
replace the Data Erase Operation currently used in both centers
to erase data from "scratch" tapes that are being reused. This
degausser retains all of the security features of the current
procedure but saves time and wear on tape drives. [   ] _   STAT

/s/ Bruce T. Johnson

Bruce T. Johnson

26 June 1981

Excerpts of ODP Div/Staff Reports for Week Ending 26 June 1981

Management

Outstanding Advances. As of 24 June, 39 advances remain
outstanding, none of which are delinquent. (AIUO) [   ]   STAT

After-Hours VM Logon Reporting for ODP. The Office of
Security has agreed to provide ODP with after-hours VM logon
reporting that includes all the activity of ODP personnel. The
current report only shows use that is charged to ODP. Therefore,
most of Applications personnel activity is appearing in reports
of the offices that are charged for the VM service. The Deputy
Director for Applications has requested this report to review the
after-hours use of VM by Applications personnel. (AIUO) (ODP
STAT   Only) [   ]

Applications

STAT   Personnel. [   ] EOD'd in B Division as a summer
only employee. She can be reached at 2D42, [   ]   STAT

Special Projects

SAFE. The Preliminary Design Review for the Inter-Computer
Communications (ICC) subsystem was successfully conducted in
Paoli, Pa. at the Burroughs facility. [   ]   STAT

Processing

PANVALET. Software changes provided by Pansophic were
installed on 18 June and both libraries were restored, the ODP
library to 3 June and the non-ODP library to 8 June. Thus far,
there has been heavy activity and no further failures. Pansophic
will be asked for an explanation of what the fixes corrected.

The second Xerox 9700 is installed and opertional in the
STAT   [   ] Testing of this system is now under way.

OD personnel have been attending weekly meetings concerning
the upcoming move of OD&E to the [   ] OD is currently   STAT
reviewing the procedures to handle movement of tape between the
STAT   [   ] and Headquarters Buildings. Selection of the individual to
be in charge of the planned computer facility at [   ]   STAT
is forthcoming.

The VM service continues to deliver degraded response during
various periods of the day. IBM has placed a member of the VM
development team onsite to assist in locating the opertions
STAT   system software problems. [   ]

Administrative

Effective in July 1981 the DCI has used his special authorities to approve a 9.6% pay increase for Agency personnel serving overseas. A Headquarters Notice announcing this new benefit is being issued.

The ODP Budget & Finance Officer, [   ] requests that component Time and Attendance Clerks not personally mail payroll checks to employees' homes or vacation points, etc., when they are not present to receive them in their offices, but should request that this be done by the Office of Finance's Compensation Division. This will help prevent missing and lost checks. For further information please call ODP B&F on ext. [   ]   STAT

On 24 June C/AS and the ODP Log Officer, together with personnel from Engineering Division, surveyed new space at [   ] for a new Engineering Division lab. The space (circa 1150 sq. ft.) is well located near the main entrance to the depot and will have direct access to both a loading dock and storage space for terminals and printers. Plans are under way for appropriate renovations.

STAT